

MINUTES
Planning and Zoning Commission & Architectural Board of Review
City of Willoughby Hills, Ohio
October 21, 2010

CALL TO ORDER: 7:05 P.M.

PRESENT: Chairman Charlotte Schryer, Vice Chairman James Michalski, Mayor Robert Weger, Council Representative David Fiebig (7:06 P.M.), John Lillich Madeleine Smith and John Davis.

ALSO PRESENT: Building Commissioner Fred Wyss, BZA Representative Frank Cihula, City Architect William Gallagher and Clerk Katherine Lloyd

David Fiebig arrived at 7:06 P.M.

Disposition of Minutes: Minutes of October 7, 2010

MOTION: John Lillich moved to approve the minutes of October 7, 2010 as corrected.
Seconded by James Michalski
Roll Call: Ayes Unanimous
Motion Passes

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened 7:07 P.M.

None

Public portion closed 7:07 P.M.

1. GCACQ Corp.
Contractor: Agile Sign & Lighting
28151 Chardon Rd –Install all new signs – PPN: 31-A-008-C-00-035-0
Plans received by Building Department 10/14/10
Plans reviewed by Building Department 10/18/10
Present: Lou Belknap (Agile Sign & Lighting)

Owner/Representative Comments:

- We are converting the old Blockbuster building which stands alone in its parking area.
- All existing signs are being replaced. The background to the front sign is totally black and not illuminated. Only the copy will be illuminated.
- The four elevations demonstrated in photo. The letters will be black with red trim. These units will also have a full body letter with a removable plastic face for ease of servicing (sample shown). They are lit with LED, not neon, to be cost efficient energy-wise.
- The 'red check' and the 'Z' will be made of day/night vinyl that is perforated with little holes. During the day it looks red; at night it looks white because the light comes through the holes. The vinyl goes on the face of the units.

- The rest of the letters will be white polycarbonate with white LED behind them.
- The existing blue awnings will be replaced with red awnings in a flat shed style. The length will be the same. They are not illuminated.

City Architect's Comments:

- This is very attractive. It looks like this is a standard in the industry.
- What are you doing with the existing masonry on the monument sign? *It will be covered with a black aluminum skirt.* The black treatment will match the black in the background. *Yes.*

Board Comments:

(Smith) I agree. It is very attractive.

(Lillich) Does it meet sign code requirements?

(Wyss) The building is unique because of the code. Any one of the sides could be named as the primary side. The largest square footage of signage is on the side facing Chardon Road; they chose it as the front. The building is completely surrounded by parking lots with access on all four sides. Any one of the four sides is permitted to have a sign. The code provides for the ability to have secondary frontages on all four sides. The sign just provides identification of the building. For the benefit of the business, it is an advantage to have signs at each of the access points. I ruled on the square footage of signage based on the secondary frontages.

(Lillich) It is a non-descript square building with no architectural features to dress it up like other businesses.

(Schryer) Fred, they are not over the square footage permitted?

(Wyss) If the square footage was totaled up, they could possibly be over, especially on the secondary signs. However, they are using individual letters rather than a full sign. Therefore, if the square footage of each individual letter was compiled, it would not exceed. The check mark is classified as 'decorative'. It is well within the context and intention of the code having to do with amount of signage.

(Fiebig) Your intention is to use the entire building and it will never be subdivided with separate signage or separate tenant in there, right? *Yes.*

MOTION: John Lillich moved to approve the new signs for 28151 Chardon Rd as submitted.

Seconded by David Fiebig

Roll Call: Ayes Unanimous

Motion Passes

2. Josephine Knauer

Contractor: TBA

35155 Chardon Rd. –Room Addition – PPN: 31-A-011-D-00-007-0

Plans stamped received by Building Department 10/8/10

Plans reviewed by Building Department 10/15/10

Present: Glen Knauer, son of the owner

(Schryer) We have photographs of the existing building. We need to look at the site plan. This project will proceed in two phases. Phase 1 is the garage. Phase 2 will be the addition. Should we do these in two separate motions?

(Wyss) The applicant just brought the rest of the elevation drawings to the meeting tonight. We can take a moment to review them.

(Schryer) These are new elevation drawings. Please mark the new ones as 'New'.

(Wyss) The applicant first came two months ago with plans to refurbish the existing garage into primary living quarters. His house had burned down about a year ago. Rather than rebuild or sell, he

wanted to convert the garage. Because more than 50% of the structure is being refurbished, it all has to be up to code. Therefore, plans for the entire building were necessary. Also, according to the Willoughby Hills code they would have to add a garage because they have to have two indoor parking spaces. He basically redesigned the building. We need to review the plans received tonight with the floor plan already in the packets. His main focus is getting the garage approved because his storage building has been broken into. We also asked him to provide us with a site plan for the property because there is no site plan on file for this property. This does not require review by the City Engineer because it is only a small addition on the main structure and will disturb less than ¼ acre.

Owner/Representative Comments:

- Fred included just about everything.
 - The windows will be an awning style in the Anderson 200 Series with removable grids.
 - The front door is a Craft Rectangle by Feather River Door.
- (Schryer) We will work on the garage first.

City Architect's Comments:

- Why is the garage in front of the house where it is the first thing you see from the road and coming up the driveway? *As the structure stands, the front door entrance is on the east elevation. The detached garage will be behind the house, southwest of the existing structure. I want to incorporate the existing circle drive and connect it to the new garage. Because of the tree line, you only see the south side of the house that has the stone. What is the view from the street? The wooded area and grass.* (Smith) What was the house visible from the street? *Yes*
- I usually like to see garages behind the house. *A leach field is in the back and the wooded area is over here.* So he cannot move the garage because the leach field is due south.
- As long as you match the horizontal siding and the 4:12 roof pitch and detail out the garage colors, shingle and everything else to exactly match the house, it will be a nice complementary design.
- What is the style of the doors on the addition and the style of the garage doors? *For security reasons, it will have plain man-doors. I plan to use the two doors from the existing garage onto the new garage.* The picture shows the embossed metal garage doors that he will relocate.
- It will match as long as all the materials are the same.

Board Comments:

(Smith) Do the garage doors face south? *Yes.* Have you considered a lamp or some décor on it? *Yes.* You have existing stone. *I have stone on the front of the house; that elevation will remain the same.* Could you put some stone detail here where it can be seen from the road? *I will if I have enough left over from the stone I am re-using* Is this vertical siding? *That is V-groove vertical siding. I will do a natural stain like the color of the stone.*

(Schryer) We will now consider the house.

City Architect's Comments:

- I am happier with the re-design. The reverse gable matches the existing house. The North elevation against the existing house is not shown. It will match the pitch on the house? *It's on the drawing I brought in tonight.* The top of it is off but it looks like you will match the pitch.
- Why do you have vertical siding on the east elevation when the rest of the house is horizontal? *It will come off so I can make a nice transition for the two overhead doors with dentil trim.* (Smith) Is aluminum siding on there now? *The aluminum siding comes down to the bottom of the window.* You are going to come back with cedar siding and stain it? *Yes.* I see the note on the plans. With the right stain, you have created interest.
- I am happy that you came back with the muntins on the windows like they were on the original drawing.

- It looks like you have exposed block and stone on the foundation and it looks like the back property falls off? *It does fall off five feet.* Will it fall off by the addition? *No.* You will not have any concrete exposed or it will be very minimal? *No.* The foundations are all concrete except for the stone front? *Correct.* We like the foundations to match but since you have concrete already, it's okay.
- I'd like you to look at your window patterns, especially on the east elevation? *It is a shallow 3-footer according to the brochure.* So it is a manufactured fixed window with a hopper on the each side. We would want it to stay an all-hopper design, not a change to double hung or something else.
- The panelized wood door that was submitted will be very attractive.
- How old is the house? Is this the original siding and roof? *This building was built in 1993-1994. At that time, it met code.*

Board Comments:

(Wyss) Just as clarification, the structure in the photo already exists. He is converting that existing garage into a residence because his house burned. He had some space above the garage but it was not a primary residence. *It was a multifunctional building, first a garage and then a storage unit.*

(Lillich) If he is doing this in two phases, does he understand that there is a time limit on this approval? *I hope to have it all done by Christmas if everything goes well.*

MOTION: John Lillich moved to approve the room addition at 35155 Chardon Rd as submitted
Seconded by Madeleine Smith

Discussion:

(Weger) Is anyone living in it now? *No, the electric is on but the other utilities have been turned off.*

(Schryer) Fred, do you have enough plans? *I believe so. The new elevations with the changes match.*

Roll Call: Ayes Unanimous

Motion Passes

Minor Addition Approved by the Zoning Administrator

1. Pastor Ken

Contractor: EuroNeon Signs, Inc.

28242 Chardon Rd. –Business Name & Logo – PPN: 31-A-008-C-00-003-0

Plans received by Building Department 10/6/10/10

Plans stamped reviewed by Building Department 10/6/10/10

Mr. Wyss reported that approval was given to the Mr. Wonderful business at Emerald Lakes for its business name and logo. Pictures were distributed. They are the same color and type as the other signs on the building.

PLANNING COMMISSION

Public Portion opened 7:47 P.M.

Linda Fulton, 2990 Marcum Drive, Willoughby Hills, 44092

Is this internet café the one that is in the bank building next to Fred Vincent's? *Yes.*

How many parking places are allotted to this café? *The Board will discuss that this evening.*

At the other café, I have been unable to get parking to shop at nearby businesses because all the parking was gone. I am concerned about the number of parking spaces and the number of terminals that will be permitted. If there isn't enough, I do not think you should approve it.

Public portion closed 7:50 P.M.

1. Ghassan Azzi

Contractor: Linda Farinacci

**28550 Chardon Rd. – Change of Use to Internet Cafe – PPN: 31-A-008-C-00-054-0 and
PPN: 31-A-008-C-00-055**

Plans received by Building Department 10/18/10

Plans reviewed by Building Department 10/18/10

Present: Andrew LoConti and Linda Farinacci

(Schryer) Our review is concerned with parking and any safety issues for this new business.

Owner/Representative Comments:

- We will have 30 terminals. It is suggested to have 1.5 parking spaces per terminal.
- The parking spaces in the front will be allotted solely for the other businesses in the front.
- Our parking will be in the rear of the building. We will reline the parking lot, move the dumpster, put parking blocks along the property line and leave 30 feet between the building and the first parking block.
- The existing concrete curb up to the ATM building and the light pole will be removed. The curb will be replaced with a decorative guard rail leaving a 30-foot opening.
- There are four entrance/exits which allow full access for fire trucks around and through the parking lot.
- There is a front entrance to the store but we intend to use the back as the main entrance in order to accommodate the other in & out businesses that use the front. Incentives will be offered to patrons who use the rear parking lot
- There are 3 wheelchair spaces in the front and 3 wheelchair spaces will be made in the rear. The rest of the spaces are normal parking 9x20. There is 64 feet across the parking lot. There will be two sets of 20 feet with a 20-foot aisle. We plan 30 feet to swing in behind the building and 30 feet to come in the back of the parking lot as well. There is 24 feet between the building and the property line. There is an existing sidewalk.
- The property owner has agreed to take down the ATM building in the spring. That should free up 4 parking spaces. The ATM building indents. Removing it leaves six more feet.
- The common dumpster for the building on is on the asphalt now. It will be moved to concrete near the grease trap. There are two grease traps for Mr. Hero's. They are removing one because they (Mr. Hero's) only use one.

(Wyss) Is the Health Department okay with this? *I assume it is.*

- In the spring, we plan to repair, grind, re-asphalted and re-stripped the parking lot. It is too late to get asphalt put down this year.

City Architect's Comments:

None

Board Comments:

(Michalski) What is the back parking area used for now? *Fred Vincent uses some but it is generally empty. There is a note on the plans about overflow parking. We will contact the medical building next door to ask about 6-7 more spots. He has a blank guard rail all the way to Chardon Road. That building does not have a lot of cars.*

(Michalski) What are you doing about signage for rear parking to 'entice' the customers? *There is an existing sign on the ATM building. We will have a lens made for it that says 'Parking for Café in rear'. Each customer will get a flyer as they walk in detailing the rear parking incentives. We already handle a 2,000 square foot parking lot for a bar and restaurant in Euclid.*

(Michalski) What are the hours of operation? *9 A.M. to 12 Midnight, probably.*

(Schryer) We just got the plans on Monday. The Police and Fire need to review the layout to guarantee that their trucks can get in and out.

(Michalski) Is the parking lot lighted? *There are lights down the sidewalk and a high pressure sodium lamp on the utility pole in the back of the parking lot.*

(Lillich) Will you be coming back for more signage? *We plan to contact the contractor who presented tonight about a similar type of signs.*

(Davis) Is an internet café the same as online gambling? *We sell internet access and internet time as well as copies and faxes for students and other people who use the café for work or personal business. Customers browse wherever they want to go on the internet; much like people would at home.*

(Smith) Will anyone be overseeing the operations at all times? *A manager and security will be on the premises at all times.*

(Lillich) Café implies food and snacks. *We will supply coffee, snacks and food. No alcohol. We will cook ourselves and also get food from neighboring businesses.*

MOTION: Mayor Weger moved to approve the parking for the Internet Cafe at 28550 Chardon Rd. contingent on the fire chief approving the turning radiuses and this approval is for 30 computer terminals.
Seconded by John Lillich

Discussion:

Michalski) Fred, has the parking space count been verified? I do not see a count on here.

(Wyss) This [plan] was reviewed from a scaled GIS photograph. You may need to take out two spaces next to the office building to make room for fire and garbage trucks. You are not showing the three spaces in the front along Chardon Road. I can meet with the person who is working on the parking lot spots. (LoConti) *These plans are different from what is in the parking lot. There is more room in the parking lot than is shown on the plan.* I scaled off both from old plan that was provided and the Mr. Hero's plan and the GIS does not 'scale out' quite right. I will work with the mayor; he will be the one licensing the number of spaces.

(Wyss) I need to permit the parking lot improvements in the spring so I can verify how everything is being laid out. The light pole and electrical need to go through Lake County.

(LoConti) Since we cannot get the parking lot re-asphalted and seal-coated this year, when we pull up the concrete can we put down temporary material like the grindings until the spring?

(Wyss) We can work it out as long as we can verify the parking.

Roll Call: Ayes Unanimous
Motion Passes

Additional Discussion:

(LoConti) What happens next? (Wyss) Once the Fire Chief has completed the review, we can permit the parking lot and issue a zoning permit for the building and a license.

William Gallagher left at 8:14 P.M.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

CHAIRMAN'S REPORT

- The Planning Commission has a new office. The Board was invited to come see it.

- Charlotte Schryer, Frank Cihula and Katherine Lloyd will be attending the Planning conference on Friday, October 29th.

MAYOR'S REPORT

- The computer desk for the Planning Commission office came from a generous donation. That room is now air conditioned.
- Internet café: There is a lot of interest in internet cafes in the newspapers now. Many communities are sorting out the legalities. After checking them out, Willoughby Hills has chosen to legislate them. If they are deemed illegal, we will follow the law and they will be given advance notice to close. Parking is a big issue for consideration of any new café in the city. Hours of operation are legislated as 9 A.M. to Midnight under the City Council Game Room Ordinance. Revenue from the cafes will balance loss of revenue when other businesses have closed. There have been no problems with first internet café in Willoughby Hills. It has 80 terminals. There have been no calls to police. The cafe provides its own security and does not serve alcohol.
- Vanity Fair Outlets will be closing soon
- The Clubhouse may re-open.
- Bricks were delivered to the Funeral Home for its addition.
- Gale's Farmer's Market is getting toward the end of their construction. The tanks are gone. The asphalt needs to be put down. The compressors were installed in front of that nice stone wall. Landscaping

MEMBER'S REPORT

John Davis reported that there will be an Art Exhibit Opening with refreshments on Friday, November 5th from 7:00 to 9:00P.M. at the Community Center Gallery. The works of Barney Cole, Lane Kendig and Dr. Chang will be featured. Exhibits will stay up for two months from now on.

COUNCIL REPRESENTATIVE'S REPORT

None

BUILDING COMMISSIONER'S REPORT

None

MOTION: Mayor Weger moved to adjourn.
Seconded by John Lillich
Voice Vote: Ayes Unanimous
Motion Passes

Adjourned at 8:25 P.M.


Clerk


Chairman

Date Approved 11-4-10